

**External - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Employment Relations

**Bureau:** Workers' Compensation Regulations/ICCU

**Date Posted:** 03/13/2008

**Job Category:** Business and Financial Operations

**Position  
Number:** 66202041

**Position Title:** Independent Contractor Central Unit Supervisor

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$38,768.00 to \$51,689.00

**Salary Unit:** Year

**Additional Salary Info:** Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

**Shift:** Daytime

**Band:** 6

**Closing Date:** 03/31/2008

**Supplement  
Required:** Yes

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**Applications must be received by 5:00pm on the closing date.**

**Apply to your Local Montana Job Service Center**

**- OR -**

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>. Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a

Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

This position supervises 14 staff and is responsible for the overall management of the Independent Contractor Central Unit and the Construction Contractor Registration Programs. This includes ensuring that determinations of status are properly investigated, facts are thoroughly analyzed and decisions are well reasoned and written. Independent Contractor Exemptions and Contractor Registration certificates are timely issued after a thorough analysis of the application and documentation submitted.

Draft and implement policy consistent with legal due process and equal treatment requirements and consistent with each program's goals and objectives.

Communicate and coordinate the work of the unit with other agencies such as the Hearings Bureau, Legal and Centralized Services Division, Uninsured Employers' Fund, Unemployment Insurance, Labor Standards and Department of Revenue.

Develop and present information to the public and other agencies on IC and CR matters, appeal processes, employer rights and responsibilities. Work with stakeholder groups to review and redefine laws, rules, and legislative requirements affecting the programs.

Maintain a customer oriented, professional relationship between the unit, the public and the agencies involved.

Determine measurements factors and works closely with division programmers to develop MIS system for management reports for the unit and to participating agencies, the public and legislature.

Prepare the unit's budget and oversee spending of unit's monies.

Review unit's policies and procedures. Work with other agencies to obtain input on the needs for their programs. Revise policies and procedures as needed to meet the statutory requirements and policies of all the programs.

Establish procedures to negotiate the settlement of independent contractor and contractor registration disputes based on the legal requirements and policies of the participating agencies.

**Competencies:**

The position requires extensive knowledge of management principles and theory; leadership skills; general knowledge of budgeting and governmental accounting; and working knowledge of the Montana Operating Manuals.

The skills required for this position include good organizational, communication and analytical skills.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

Requires a combination of relative education and experience equivalent of six years. Qualifying education and experience is a Bachelor degree in Business Management, Business Administration, or closely related field, and two years of progressively responsible directly related experience.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

\*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date.

Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Supplemental Questions:**

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to one typewritten page per question. Any responses exceeding this limit will not be considered.

1. Please describe in detail your supervisory experience including number and level of staff supervised and whether you have any remote employee supervisory experience.

2. Please describe your experience implementing and managing complex programs with high workloads and multiple priorities.